# The Media Center:

Quick Info:

Hours:

9:00 am – 4:00 pm

Checkout Rules: Students can check out two books at a time for 10 school days with their student ID card.

Fines: After a two- day grace period to account for absences, books are charged a late fee of 5 cents per day if overdue, to a maximum fine of $3.00 per item.

Computers are available for student use, online research, and printing. There is a fee for printing: 10¢ page for black and white copies

Media Center Website: Search our library catalog and access Student Web Resources. From the Braden River Middle School homepage, click on “Media Center.”

Contact Us:

Mrs. Anna Kuehn,

Media Specialist

Circulation Desk:

(941) 751-7080 x 2027

**Mrs. Kuehn’s Office:**

**(941) 751-7080 x 2031**

# *Your Information Resource*

Media Center Rules

* Students must show they have a pass from class when entering the media center, unless attending with their class and teacher.
* Students must be respectful of other students while in the library.
* Students who wish to check out books must have their ID card and have no fines or overdue books on their student record.
* Students may not download games or programs on the computers.

### Computers and Research

You may use the computers in the media center for classwork, printing images, and online research.

**How do I sign on to the computers for research, or to work on and save a document?**

When you sit down to a computer, be sure to login as yourself (you may need to logout from another student). You will need to use your student ID number and password. After signing on to a computer, be sure to then sign in to WebNet. The WebNet icon is on every desktop, and from there you should have access to several online links associated with your account.

You can save your work to a flash drive, or use Office 365 to then access your file from any computer in the school—even at home! See Mrs. Kuehn or a media aide for assistance.

**How can I print something?**

Please ask your teacher to print work for you. This is only to be used in emergencies. Be sure to choose the correct printer from the drop-down print menu. For black & white copies (10¢/page), choose printer BRMPRT38

### Books and More Books!

Students may check out up to two books at a time with their Student ID if they have no overdue books or outstanding fines. Books can be borrowed for ten school days and **will be stamped with the date due** upon checkout.

If you need more time to finish reading your book, be sure to bring it to the media center before your due date and ask to renew the book. You will then have ten additional days before your book is due.

*Books returned after the due date incur a fine of 5 cents per day until they are returned, up to a maximum charge of $3.00 per book. If you have lost a book, you must let Mrs. Kuehn know, so that another book can be ordered to replace it. You are responsible for the cost of the lost book. If a book you have paid for is later found, you will be refunded.*

Books and More Books!

**How can I search for a book?**

You can search using the computer search station in the media center, or from any computer (even at home). From the BRMS Media Center homepage, select “Find a Book” and then in the “Find” box, enter a search term (author, title of book, or subject). You can narrow your search using the criteria located on the left side of the screen.

**Where can I find the book I am looking for?**

Fiction books are shelved along the back walls of the media center, with popular series titles on the back wall where the globes are. The Sunshine State novels for this year are on the black carousel next to the nonfiction section by the gray chairs, and last year’s SSYRA is by the circulation desk (under the flag). Graphic novels are located on the black carousel closer to the computers, and new titles are readily displayed on top of the low shelves in the non-fiction section as well as on the “Readbox” bookcase for students to easily browse.

Non-fiction titles are filed according to the Dewey Decimal System in the low shelves near the windows. Short stories are by the circulation desk, and books written in Spanish are also by on the short bookcase with the globe on it. Reference materials are located on the wall behind computers, along the windows of the offices.

**Where do I return my books?**

Please do not reshelf any books. Books should be returned to the drop box at the circulation desk. If you are browsing titles and have taken them off the shelves, please return them to a book cart the drop box to be shelved by media aides.

**What if the book I want is checked out already?**

Students may fill out a hold request form for a book, located at the front desk, and then will be notified by their language arts teacher when the book becomes available.

**How can I get ideas or suggestions for good books to read?** Every student has their own personal taste in reading. But there are several resources you can use to help you find the right book for you!

* Ask to use the iPads at the front desk. The GoodReads app allows you to scan the ISBN number on the back of a book, then you can read a book summary and book reviews.
* Visit the “Readbox” for great suggestions, grouped by genre (like action, mystery, or romance!)
* Look for signs around the media center (“If you like….. then try….”) offer good options.
* There is a three-ring binder filled with books summaries, grouped by genre.
* On the Media Center webpage, there are links to teen review websites.
* Ask Mrs. Kuehn or a student media aide!

*Also, check out the Sunshine State Readers group for 15 great titles that you can read to earn prizes and share conversations with an online book club! Stop in the Media Center or visit the Sunshine State Reader section on the Media Center homepage for more information!*

Quick Info:

Hours: Open 9:00 A.M. - 4:00 P.M. (except Wed.) for all BRMS students. Wednesdays open until 2:15pm.

Checkout Rules: Students can check out two books at a time for 10 school days with their student ID card.

Fines: After a two-day grace period, books are charged 5 cents per day if overdue, to a maximum fine of $2.00

Computers: Desktops are available for student use, online research, and printing. There is a fee for printing.

Media Center Website: Search our own library holdings, check AR quiz lists, and access Student Web Resources, all from home!

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